

<b>Job Title</b>	Engineering Program Executive (4 Positions)
<b>Job ID</b>	40046
<b>Location</b>	4 World Trade Center

## **Responsibilities**

Reporting to the Chief of Project Delivery and working closely with the Chief Engineer's Office, The Engineering Program Executive leads an Engineering program team to deliver requested services to their client Line department. The Engineering Program Executive is the primary point of contact between the Line/service departments and the Engineering department and is responsible for developing the program plan and delivering the projects within the plan. The position provides for the management and administration throughout the engineering project lifecycle, including project planning to identify the delivery strategies and milestones and gather requirements, project scoping through engagement with the Line/service departments, subject matter experts, including experts from the Engineering Department Divisions (Enterprise Asset Management, Quality Assurance, Operations, Engineering-Architecture Design, and Construction Management), prepares the budget, schedule and risk register, performs contract reviews, compares actual performance against planned/scheduled performance to ensure project execution and delivery, and provides regular communication and reporting of progress with the project and leadership teams. The Engineering Program Executive ensures that milestones are reached and proactively mitigates delays and challenges to achieve results. The Engineering Program Executive will also manage Engineers of Projects who are delegated responsibilities of managing select projects, budgets and schedules related to the Agency's Capital and Operating programs

### **1. Client**

- Serves as the trusted, primary point of contact with Line Department Staff for the Engineering project team to ensure Engineering services are provided in accordance with the requirements and agreed upon priorities, meeting client expectations.
- Have prompt and effective communication with all Agency stakeholders. Ensure up-to-date awareness of program technical issues to Executive staff.
- Responsible to report actual performance against planned/scheduled performance, proactively address issues applying mitigative actions, and schedule/budget status to the project team, Chief Engineer's Office, and Line/Service Department staff.
- Collaborate with Line Departments on behalf of the Chief Engineer on the development and intent of CPOC and Board items.

### **2. Process**

- Responsible for the overall engineering project delivery performance, including administering and managing scope, schedule, budget, engineering project risk register and quality of deliverable(s)
- Ensure Engineering project proposals and subsequent revisions are accurately developed and transmitted in accordance with the project schedule. Responsible to ensure that projects are delivered in accordance with Line Department requests, major milestones are met, and construction is delivered according to contractual schedule and budget.
- Responsible for engaging with the Line/service departments, subject matter experts, including experts from the Engineering Department Divisions to assist in the scope, schedule, budget and engineering project risk register development. Also responsible for transmitting the proposal package to the service/Line Departments and Engineering project team.
- Responsible for delivering projects in accordance with the service/Line Department requirements and agreed upon priorities, achieving major milestones in the engineering project, and construction is delivered according to contractual schedule and budget.
- Leads the development of contracting strategies for Engineering program components of the plan.
- Inform project team of scope changes and verify that technical delivery, schedule, budget, and engineering project risks account for the change properly.

- Participate in decisions and management oversight related to project team/ consultant selections and/or changes, project staffing, negotiations with the client regarding scope changes, and overall project risk management.
- Provides guidance on the procedures, standards, and guidelines to establish consistent work plans, budgets, business rules and project development for the successful delivery of engineering projects.
- Train staff on best practices in project delivery, frequently encountered issues, etc

### **3. People**

- Collaborate with the Design Manager and Engineer of Construction to validate that the appropriate staff and resources are assigned to meet the overall program needs. Manage the engineering project delivery plan accounting for changes to staffing and resource plans during project life-cycle with respect to budget and schedule impacts. Determine and effectively communicate impact to overall portfolio to the Line Department.
- Responsible for working with the Engineering Project Managers and respective stakeholders to proactively identify and resolve project issues ("Red Flags")/risks/concerns to meet Line Department expectations.
- Maintain general oversight over consultant solicitations, proposals, selections, negotiations, and change orders. Ensure selection committees are an appropriate, diverse group of staff.
- Mentoring and coach project managers and project team members.
- Cross train team to allow for absences and vacations that may occur through out the project
- Recognize potential in employees and maintain an inclusive, diverse succession plan (while being flexible to adapt to staff separations and retirement)

### **4. Financial**

- Responsible to ensure that the Construction Cost (Engineer's Estimate) is developed, updated, reported, and delivered in a timely manner in accordance with the project lifecycle.
- Responsible for engaging with the subject matter experts, including experts from the Engineering Department Divisions to assist in the schedule, budget and engineering project risk register development.
- Responsible for evaluating budget is appropriate for project delivery plan, priorities, schedule, and engineering project risk register
- Responsible for managing the engineering soft cost spending vs. scheduled/planned performance and spending.
- Responsible for validating and managing the project to allocated at all stages of a project and ensure monitoring/ controls of engineering staff spending as projects progress

**Please note that we will be hiring four (4) individuals for this position**

#### **Qualifications**

Candidates must present the following qualifications to be considered eligible for this position:

- A minimum of ten (10) years' experience in progressively more responsible positions in the development and delivery of A/E projects.
- Bachelor's Degree in Engineering or Architecture from an accredited college or university
- Demonstrated experience leading and managing diverse groups of Engineers and Architects in the delivery of complex design and construction projects including establishment of plans, setting priorities, and incorporating facility requirements into project plans.
- Demonstrated knowledge of industry standard Project Management principles and practices, including project planning and development, and risk management protocols.
- Demonstrated customer service, decision-making, problem solving, and interpersonal skills.
- Demonstrated knowledge of capital planning and procurement of alternate construction delivery services.

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- Demonstrated ability to develop strategies to achieve broad business goals and to understand the impact on various stakeholders within and outside the Port Authority.

### **Desired**

Ideal candidates will present the following profile:

- Substantive knowledge of Port Authority policies and procedures related to management systems, administration, the capital authorization and agenda review processes and document control.
- Demonstrated experience with capital projects that involve significant design and construction elements.
- Know-how on cost forecasting, reporting, and comparing actual performance against planned/scheduled performance to verify project execution and delivery using systems .
- Experience managing project delivery using resource loaded schedules
- Possess strong interpersonal, leadership, negotiation and problem solving and decision-making skills.
- Thorough knowledge of Engineering's delivery process including design and construction management, construction estimating and project budgeting and scheduling.
- Knowledge and understanding of the Capital and Operating authorization processes.
- Demonstrated experience with alternative procurement strategies.
- Registered Professional Engineer or Architect in the State of New York and New Jersey and/or Project Management Professional (PMP) Certification.
- Knowledge of management systems and platforms including Port Authority's Project Delivery Performance System (PDPS) and the Wintrak system, e-Builder, Bluebeam Revu, Primavera (P6 Schedules, Contract Manager, and Risk Analysis) as well PeopleSoft, Port Authority's Agency Vendor Management System to SAP, and Systems Applications Products in Data Processing (SAP).

### **Compensation & Benefits**

The Port Authority of New York and New Jersey offers a competitive salary, an outstanding benefits package and a professional environment that supports development and recognizes achievement.

### **How To Apply**

Interested candidates should apply to this job by clicking on the Apply Now button and submitting a combined cover letter and resume. The Port Authority of NY & NJ welcomes veteran and military spouse applications.

Only applicants under consideration will be contacted.

### **About The Port Authority**

Founded in 1921, the Port Authority of New York and New Jersey builds, operates, and maintains many of the most important transportation and trade infrastructure assets in the country. The agency's network of aviation, ground, rail, and seaport facilities is among the busiest in the country, supports more than 550,000 regional jobs, and generates more than \$23 billion in annual wages and \$80 billion in annual economic activity. The Port Authority also owns and manages the 16-acre World Trade Center site, where the 1,776-foot-tall One World Trade Center is now the tallest skyscraper in the Western Hemisphere.

### **EQUAL OPPORTUNITY EMPLOYER**

The Port Authority of New York & New Jersey/Port Authority Trans-Hudson (PATH) is an Equal Opportunity Employer.